

~~RESTRICTED~~

14 October 1947

MEMORANDUM FOR THE EXECUTIVE FOR INSPECTIONS AND SECURITY

SUBJECT: Security Violations

In compliance with the request of Mr. [REDACTED] at the security meeting on 9 October 1947, the following suggestions as to "punishment" for security violations are offered, after responsibility for the violation has been determined.

25X1A

A) First Offense - A letter of reprimand to be forwarded to the offender and signed by the Director of Central Intelligence, briefly stating the facts of the violation and including a statement that such letter will be placed in the 201 file of the individual concerned, and will be taken into consideration in the preparation of that individual's next efficiency report. The offender will be given an opportunity to reply by indorsement, setting forth any mitigating circumstances surrounding the case. Upon receipt of such replies and after due consideration by the Executive for Inspections and Security, he will then make recommendations to the Director as to whether or not the letter of reprimand is to be included in the 201 file of the individual concerned for the purpose indicated above.

B) Second Offense - Three-day suspension without pay, together with a letter of reprimand. As in the case of first offenders, this letter will be signed by the Director, indicating such action will be taken. The offender will be given an opportunity to reply setting forth any hardships that may be caused by the suspension, or any other circumstances pertaining to his case. In the event there is sound basis offered indicating hardship a panel to be appointed, consisting of the Assistant Director or his Deputy of the individual's office concerned, the Executive for Inspections and Security or his Deputy, and the Executive for Administration and Management or his Deputy, to consider the case and make appropriate recommendation to the Director of Central Intelligence; the offender to be allowed to appear before the panel.

C) Third Offense - Separation of Employee. The offender is to be so informed in writing and given opportunity to make any

DOC	REV DATE	06/05/60	BY	DIR 99.5
ORIG CLASS	CFI	31	TYPE	02
ORIG CLASS	PLANS	2	REV CLASS	4
JUST	REASON	25	AUTH	HR 1947

~~RESTRICTED~~

~~RESTRICTED~~

desired reply. A panel to be appointed consisting of the above-mentioned individuals who will, after considering all aspects of the case, including a hearing from the offender, recommend to the Director of Central Intelligence action to be taken.

A list to be published each month and circulated to all employees of CIA indicating by office the name of each individual responsible for security violations, the type of violations, and the number of violations charged against that individual, that is, first, second or third.

It has been suggested that in the case of first offenders, they be detailed to extra tours as security officers. It is believed, however, that this may fall in the category of punitive action and it is suggested that General Counsel's opinion on this point be requested if it is to be considered.

It is not believed that a "moratorium" should be declared on security violations at the end of any given period, but that security violations should run concurrently during employment by this organization.

Policies governing punishment for security violations to be published and circulated to all employees of the CIA.

These policies to apply equally to officer and civilian personnel assigned to this organization, with the exception that in the case of a third offense charged against officers or employees of another department, eg. State Department, these individuals be released and returned to their respective departments and that a letter be written to the head of that department giving all facts as to the reason for release.

25X1A

  
Assistant to the  
Executive Director

Distribution:

Central Records (2)  
Executive Registry ✓